

ISIS HR

AGENCY IMPLEMENTATION GUIDE

APPENDIX C

GLOSSARY

TERMS	DEFINITIONS
Absence Type	Non-work-related leave identified by a two to four character code that is recorded in time management for reporting purposes and/or reduction of quotas (eg.annual leave;educ.leave)
Action	An action is a grouping of infotypes that are used in the course of a specific human resource process. Example of actions: Hire, Rehire, Separation
Attendance Type	Work-related activities recorded in time management for reporting or accounting purposes (eg.Overtime;Civil Service test)
Expenditure Org (cost center)	Seven digit cost center tied to the hierarchical structure and used in time management for labor distribution. The cost center identifies where the salary and related benefits will be charged in AFS. The number is a combination of Agency No. (1 st 3 digits) with AFS expenditure organization no. (last 4 digits).
Infotype	An infotype is a single screen of related information or a logical grouping of data fields.
Quotas	A time balance associated with a particular absence type. Quotas limit the use of these absences and may be accrued (eg. Annual, Sick leave) or set by Civil Service/Law (eg.FMLA-12 wks.,military-15 days)
Business Area	Identifies the agency for financial reporting. This is the 3 byte AFS agency number.
Benefit Plans	Benefit plans are the actual plans offered by the State. Employees can be enrolled in only one plan per plan year. For example, an employee can enroll in State Employees' Group Benefits PPO and not Oschner HMO at the same time. Plan options are further selections within the various plans. (i.e. Employee only, Employee plus one and Family)
Hierarchy	The State of Louisiana structure which includes the Personnel Area, Personnel Subarea, Employee Group and Employee Subgroup. Each element of the structure works in combination with the other element establishing the foundation for grouping employees enabling the processing of actions and performance of activities through the ISIS/HR System.
Attributes	Attributes are the characteristics of an SAP object and are used to further define the object. Some SAP objects that have attributes or characteristics are jobs and positions. For example: Positions have attributes such as on-call, premium pay, housing allowance, etc.
Command field	This field allows the user with appropriate security to input a code to get to a process immediately without going through the menus. To access this field, the user picks the triangular icon located to the right of the enter icon on the menu bar. This command field can be left open for use or closed. For example: the command PA30 will take the user directly to the Maintain HR Master Data screen without going through the menu path.

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Work Schedule	A planned working time within a specific period that is used in combination with other hierarchical elements to determine eligibility for benefits and overtime calculations.
Dynamic Event	The system process of linking infotypes in a logical sequence while processing an action. Linked infotypes are dependent on certain data that are entered in fields on an infotype. For example: When Infotype 0094 (Residence Status) is updated identifying the employee as a non-resident alien with begin and end dates of the employee's current visa, the infotype, when saved, dynamically presents Infotype 0019 (Create Monitoring Dates). Infotype 19 allows the user to set a reminder (or tickler) date to remind the User to that the employee must renew his visa for continued employment.
Employee Group	Allows for the division of employees into groups based on their compensation categories. In conjunction with EE Sub Group and Personnel Sub Area, the EE Group determines eligibility for benefits such as retirement and insurance programs. The ISIS-HR EE groups are: FT Hourly, FT Salaried, PT Hourly and Per Diem.
Employee Subgroup	A subdivision of the employee group which allows for further definitions of employee according to their status. For example, a distinction can be made between among classified exempt, classified non-exempt, unclassified regular exempt, non-state.
Job	A unique classification of activities which define a set of tasks, e.g. manager, supervisor (object type "C" for classification).
ISIS HR Object Type Code	A letter representing or defining the SAP object type to be entered in the field. See Appendix E for a list of the objects and object types. (Examples: O=Organizational unit, C=Job, S=Position, P=Person).
ISIS HR Object Type	An individual element of information linked together in the system to form a network and provide other related data. For example: basic elements such as organizational unit, job, position, and person are linked collectively to make up or define the organizational plan. See Appendix E for list of valid object types.
Organizational Unit	<p>Defines the various business units within an organization. (Example: departments, sections, units).</p> <p>Multiple organizational units are linked along with their corresponding relationships to form the hierarchical organizational structure and network between associated organizational or objects (ISIS HR Object Type Code=O). For example: Personnel is the superior object and Employee Administration and Benefits are subordinate objects connected to Personnel).</p>
Payroll Accounting Area	Identifies groups of employees that are processed through payroll at the same time (bi-weekly.)

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Pay Scale Group	Provides a classification criteria used for validation of basic pay. (eg. GS Levels, MS Levels)
Personnel Area	A functional organizational structure within the hierarchy that is used for authorizations, defaulting data and reporting purposes. The personnel area for the State of Louisiana is the agency. Example of Personnel Area: DHH – Hammond Developmental Center, DHH – Pinecrest, DSS Office of Family Support, DSS Office of the Secretary, etc.
Personnel Cost Planning	In Comp Management, Personnel Cost Planning focuses on the costs associated with human resources, such as any costs related to hiring an employee (salaries, benefits, equipment, tools, etc.)
Personnel Cost Plans	<p>These are the specific types of personnel cost projections defined as different plans. Example: Classified Percentage Salary Adjustments:</p> <p>This is cost projections associated with GS or MS level changes expressed in percentages.</p>
Personnel Subarea	<p>Further defines the Personnel Area and assists in determining and controlling specific organizational functions. The Personnel Subarea works in conjunction with other areas of the hierarchy such as the Employee Group and Employee Subgroup to define and control functions being performed in the system, such as Benefits, Time Recording, Leave, Work Schedules, etc.</p> <p>The Personnel Subarea also links to financial system objects to further define funding such as positions or employees charged to 2100, 2200, 3670, etc.</p>
Position	A representation of a job and the tasks associated to the job. In ISIS HR, a position may be established with the following information: an infotype reflecting the specific description for the position, attributes attached to the position such as premium pay, on-call pay, shift differential, etc., and work location of the position. Position in ISIS HR is represented by Object Type S
Profile	Security profiles are used to control access to various system components. The security profile(s) assigned to a user will determine what information a user may view or update.

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Relationship	<p>A description of the interaction that exists between various SAP objects, such as interaction between people and positions or positions and jobs. In ISIS HR, the Relationships infotype will record the definition or description of the relationships and inter-relationships that exists between the various objects in organizational management.</p> <p>Relationships help the user readily identify the organizational structure, reporting structure and hierarchical structure. Relationships help to link the overall structure of the State.</p> <p>In Expert Mode in organizational management, relationships must be manually created. In the Simple Maintenance section of Expert Mode, the system automatically creates certain relationship infotype records.</p>
Subtypes	<p>Subdivided infotype record. This subdivision can be used either to gain an overview or because the individual subtypes of an infotype are assigned different control features (such as, time constraints). In addition to this, subtypes also allow you to generate independent histories per unit. For example, different addresses are subdivided in infotype Addresses (0006) subtype Address type: permanent residence (subtype 1), secondary residence (subtype 2), and home address (subtype 3).</p>
Variant	<p>A saved set of data which is used over and over for processing. Example: Variants contained in a report run on a monthly basis may be employee name, salary, job title, nature of action, personnel area, etc.</p>
Wage Type	<p>Used to assign payments and deductions and they control the payroll program. Wage characteristics are used to distinguish the individual wage types. Wage types are needed to pay employees. The operation indicator (+, -) controls whether a wage type is a payment or a deduction.</p>
Wage Type Group	<p>A sequence of specific wage types which are common for a certain number of employees based on their employee group, employee subgroup, pay scale group of pay scale area. All wage types must be assigned to a wage type group. Can be stored in the system and used for default values when a certain procedure is processed.</p>
Cost Elements	<p>The different categories that contribute to the overall cost of maintaining a staff, such as wages or benefits.</p>
Compensation Area	<p>In Comp Management, the compensation area is the specific department, agency or organizational unit. A compensation area can be made up of either one or more personnel areas involved in personnel cost projections.</p>
Personnel Cost Planning Guidelines	<p>The guidelines or requirements associated with the personnel cost plan.</p>

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Compensation Management Plan	Plan designed to manage and process defined actions affecting pay "en masse". There are specific and unique plans designed to process different actions. For example, merit increases, market grade adjustments, and minimum wage increases are all separate compensation management plans.
Compensation Area	Designated area, usually an agency, for which specific compensation management plans can be processed. A compensation area can also be a customized grouping of areas in which a plan can be executed. The Division of Administration, Department of Wildlife & Fisheries, and State Troopers are all considered separate, specific, and unique compensation areas.
Compensation Management Guidelines	Specific group of guidelines applied to compensation management plans. Certain guidelines can be clustered together and applied to a certain compensation management plan. In merit increase processing, for example, the guideline group applicable to State troopers would include, but is not limited to, the following: 1) 2.5 or above PPR rating, 2) base salary is used to compute the merit, and 3) only classified employees occupying specified job titles (state trooper job codes) are eligible for the next step in the pay scale.
Compensation Management Eligibility	Specific criteria which ultimately includes/excludes persons in application of compensation management plans. Eligibility is relative to the person. In merit increase processing, for example, eligibility criteria would include, but is not limited to, 1) classified employees, 2) base salary below GS/MS maximum, and 3) 2.5 or above PPR rating.
Compensation Management Eligibility Groups	Specific group of eligibility criteria applied to affected persons in application of compensation management plans. Eligibility is relative to the person. In merit increase processing, for example as it relates to State Troopers, an eligibility criteria group would include, but is not limited to 1) classified employees, 2) base salary below salary level maximum, 3) 2.5 or above PPR rating, and 4) those employees occupying specified job titles (state trooper job codes).
Base salary	Employee's biweekly salary excluding premium pay, on-call pay, shift-diff, overtime pay, etc.
Positive Reporting	A time entry mechanism that requires an entry for all absences and attendances. Employees are only paid for hours coded. Positive reporting also provides the ability for charging out hours to the proper cost distribution.

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Negative Reporting	A time entry mechanism that requires recording of exceptions (absences/attendances) to an employees normal work schedule. Negative reporting also provides the ability for charging out hours to the proper cost distribution. Any hours not distributed would default to the home coding.
Declining Balance	A balance that is established for total amount to be deducted from an employee for a specific period of time. As deductions are made the balance will decline until balance equals zero. Deductions will discontinue.
Remuneration Statement	A statement reflecting activities (wages, attendances, absences, deductions, quotas, etc.) of an employees biweekly payroll cycle.